



INTEGRATED QUALITY, ENVIRONMENTAL & SAFETY PROCEDURE (iQESP)

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1. INTRODUCTION

Hornbill maintains high levels of ethical, moral and cultural values i.e. integrity, fairness, best-practice and responsibility to all its stakeholders. To achieve this, the company recognises the need for a corporate vision and its implementation, through careful management from all employees to support these values. All aspects of the company's operations will be assessed for conformance to the highest industry standards through external accreditation.

The Board of Directors will make every resource available to support and achieve this Vision.

2. PROCEDURE

Corporate

We shall ensure a high level of business performance whilst minimising and effectively managing risk.

Customers

We will maintain the highest level of quality and service at all times. We will develop and maintain close communications and relationships with our customers to support them in the achievement of their selected Corporate and Social Responsibility objectives.

Community

We will develop and maintain close communications and relationships with our local community and encourage our employees' to participate in local community organisations and activities.

Employees

We shall treat all employees with the equality, fairness, value and respect that they deserve.

Environmental

We understand that our activities could affect the environment and the communities in which we operate. We will identify, minimise and effectively manage these impacts.

Safety

We shall provide clean, healthy and safe working environments.

Suppliers & Contractors

We shall select suppliers and contractors who adopt responsible business policies and practices in alignment with our own. We will require their compliance with the highest standards of ethical and moral business behaviour. This includes high fair trade standards, non-use or participation of child labour, slave labour or human trafficking and the maintenance of equitable working conditions for all within their supply chain.

Communication

We shall carefully inform and listen to all stakeholders, whilst maintaining a transparent and blame free environment.

REVISION INDEX

DATE	ISSUE	SUMMARY OF CHANGE
01/09/2015	1	First issue.